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GOODS/SERVICES REQUISITION FORM

**YOU ARE HEREBY INVITED TO SUBMIT A QUOTATION FOR THE CULTURE, ARTS,
TOURISM, HOSPITALITY AND SPORT SECTOR EDUCATION AND TRAINING AUTHORITY
(CATHSSETA)**

Date issued	16 March 2026	RFQ Number	RFQ/LPO/055/2025
Closing Date:	19 March 2026	Closing Time:	11H00
DESCRIPTION:		PROVISION OF CATERING SERVICES	

1. SCOPE OF WORK

The purpose of this RFQ is to invite proposals from competent and experienced bidders for the provision of catering services for eighty-five (85) delegates at the ARPL capacitation workshop on 30 March 2026.

SPECIFICATIONS

Quantity: 85 Delegates

Venue: SABMiller Rosslyn- SAB Technical Training Center
1 Gaigher St, Rosslyn, Pretoria, 0200.

Breakfast (07h30 – 08h30)

- Assorted muffins and or Scones
- Assorted Sandwiches
- Coffee, tea and juice
- Bottled Water 85 still and 85 sparkling
- Savoury platters
- Fruit platters
- Cups/sauces/teaspoons/ glasses
- Disposal coffee cups
- Kettle

Lunch (Buffet Style (13h00 – 14h00)

- Grilled Chicken
- Grilled Fish
- Beef Stew

- Rice
- Dumpling
- 2 x Salads
- 2x Vegetables
- Assorted cool drinks / Juice
- Plates
- Cutlery
- serviettes

2. ADMINISTRATIVE REQUIREMENTS

- 2.1 Quote/Pricing with a clear breakdown of Scope with total inclusive of VAT.
- 2.2 Completed and signed SBD4, SBD 6.1.
- 2.3 Valid Tax Compliance Pin issued by SARS.
- 2.4 Valid B-BBEE Certificate or Sworn Affidavit.
- 2.5 All RFQ related responses must include the RFQ number as the subject matter.
- 2.6 Central Supplier Database (CSD) Summary Report.
- 2.7 Company Registration Document (CIPC).

3. PRICING AND SPECIFIC GOALS EVALUATION

- 3.1. For the evaluation of this RFQ, the 80/20 preference points scoring system will be applied. This means 80 points are allocated to price and 20 points to specific goals as per the standard bidding document (SBD) 6.1 attached to this RFQ.
- 3.2. To claim points for specific goals, bidders will be required to complete, sign and submit SBD 6.1 together with a valid B-BBEE Certificate or Sworn Affidavit. Failure to submit the required documents, will result in zero points allocated to the bidding company.

4. RESPONSES/SUBMISSIONS

E-mail responses to supplychain@cathsseta.org.za on or before the closing date and time as stated above and no late responses will be accepted.